

Resetting the shortcut keys

To reset all of the keyboard shortcuts to their default values, click the **Reset** button on the right of the Customize dialog (adjacent to the **Load** and **Save** buttons). Use this feature with care as no confirmation dialog will be displayed; the defaults will be set without any further notice or user input.

Running macros from key combinations

You can also define shortcut key combinations that will run macros. These shortcut keys are strictly user-defined; none are built in. For more information on macros, see Chapter 12, Macros.

Assigning macros to events

In LibreOffice, when something happens, we say that an event occurred. For example, a document was opened, a key was pressed, or the mouse moved. You can associate a macro with an event, so the macro is run when the event occurs. A common use is to assign the “open document” event to run a macro that performs certain setup tasks for the document.

To associate a macro with an event, use the *Events* tab of the Customize dialog. For more information, see Chapter 13, Getting Started with Macros, in the *Getting Started Guide*.

Adding functionality with extensions

An extension is a package that can be installed into LibreOffice to add new functionality.

Although individual extensions can be found in different places, the official LibreOffice extension repository is at <https://extensions.libreoffice.org/>. These extensions are free of charge. Extensions from other sources may be free or may be available for a fee. Check the descriptions to see what licenses and fees apply to the ones that interest you.

Installing extensions

To install an extension that is listed in the repository, follow these steps:

- 1) In LibreOffice, select **Tools > Extension Manager** on the Menu bar, or press *Ctrl+Alt+E*. In the Extension Manager dialog, click the **Get more extensions online** link.
- 2) A browser window will open. Find the extension you want and download it to your computer.
- 3) After the extension is downloaded and saved, return to the Extension Manager dialog and click **Add**. Find and select the extension you want to install and click **Open**. The extension begins installing. You may be asked to accept a license agreement.
- 4) When the installation is complete, the extension is listed in the Extension Manager dialog.

To install an extension that is not listed in the repository, download the extension, then continue with step 3) above.

Updating extensions

Click the **Check for Updates** button on the Extension Manager dialog to check for updates to installed extensions.

Removing and disabling extensions

To remove (uninstall) an extension that you installed, select the extension in the main window of the Extension Manager dialog and click the **Remove** button.